Minutes
Human Resources Development Committee
Thursday, August 20, 2015, 1:30-3:30 p.m.
Leadership Auditorium, 2501 Student Center

1. Updated Notice of Intent to Retire (NOI) form – Amy McKenzie
   Effective August 1, 2015 the Notice of Intent to Retire form has been updated and is available on the myTotal Rewards website, under retirement: [http://www.umsystem.edu/totalrewards/retirement](http://www.umsystem.edu/totalrewards/retirement).

   In addition to the retirement office decreasing notice from 90 days to 60 days, they will now be sending calculation and election forms to the preferred email addresses unless a request is made to the retirement office ([retirement@umsystem.edu](mailto:retirement@umsystem.edu)).

   Please replace any old versions and begin using this new form immediately. Any older forms received with a signature date of 10/1/2015 or later will be returned.

2. Interim Appointment Processing – Amy McKenzie
   On August 17, 2015 HRDC was notified of the new Interim Appointment Processing procedure. This procedure was established in order to properly record and view an individual’s service in an interim role and to appropriately address salary changes between roles.

   CAPS is identifying current employees with “Interim” in their Working Title and will be contacting departments to identify any other appointments this may affect. CAPS will process the job action and position update with an effective date of September 2, 2015 to prevent issues with ASIA.

   Please contact your CAPS representative for questions regarding Interim Appointment Processing. The document is going through minor modifications prior to being posted on the HRS website: [PeopleSoft/PAF processing-Other Personnel Actions](http://hrs.missouri.edu/forms/peoplesoft-paf-processing.php).

3. Time & Labor Update – Amy McKenzie
   Updates to Time & Labor were finalized in July. As a result many outstanding issue tickets are out of date and are being deleted. If you are aware of something that remains an issue please provide us with a new ticket alerting them to the issue and providing fresh examples.

4. 2015 W2 Consent and Non-Consent Statistics – Amy McKenzie
   As of July 28, 2015 65.5% of our employee population has elected to eConsent. UM System Payroll will be sending communication to those who have not consented encouraging them to elect to eConsent. Your supervisors may encourage their staff to do this but cannot force or coerce them to do so.

5. NRAs working outside the US – Amy McKenzie
   In the event a Non-Resident employee leaves the US, to perform work in another country, the employee must be terminated and paid as an independent contractor.

   If you are aware of such arrangements or have questions please contact Amy or Judy Todd to discuss.

6. Compa-Ratio Data in PeopleSoft – Teresa Long
   A new pagelet in PeopleSoft provides supervisors with quick access to direct reports’ compensation, compa-ratio (Actual Salary ÷ Range Midpoint), birthdate, anniversary date and other job related details.

   Please note that the employee anniversary date is based on the employee’s first start date, not benefit eligibility date. Compa-ratios are not pro-rated for FTE and any reference to Years in Job will only report back to the date the employee entered the job title. We have provided feedback to UM on this data so this may change.
Supervisors can personalize notifications and make additional view selections in the Personalized Content settings and download content from the various pages. The pagelet continues to evolve so you will see additional changes in the future.

7. Meet & Confer Update – Teresa Long
Negotiations with Local 773 have not been finalized. The group continues to discuss the potential for transitioning Service/Maintenance titles to GGS with a merit pay system. The target date for conclusion is currently October 1, 2015. As a result union increases will not be processed through ASIA this year. Please submit your ASIA datasheets without increases to this population.

Once negotiations are finalized we will do a push up on service maintenance salary information into PeopleSoft. If negotiations cannot be finalized in time for the August 30, 2015 pay period the salary increase may be made retro-active to September 1, 2015 once negotiations conclude.

8. HRS Webpage Update – Peggy Spiers
Based on interviews with recently hired employees and feedback on access to resources for applicants the “Employees” tab in the upper right of the HRS webpage has been updated. Individuals may now see information specifically oriented to their role as Applicants, New Employees or Current Employees.

9. New Benefits Representative – Amy McKenzie
Dena Battocletti joins HRS as a benefit advocate to serve MU and UM Healthcare Employees with Donna Kasper. Dena may be reached at battoclettid@umsystem.edu or through the Total Rewards phone line 882-2146.